



Town Council Agenda Report

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A Resolution of the Town of Davie, Florida, authorizing extended travel for Larry Elliott and Lisa Martin of the Davie Police Department.

REPORT IN BRIEF: The 196th Police Academy meets all basic training requirements of the Criminal Justice Standards and Training Commission. Upon satisfactory completion, students will be eligible to take the CJSTC certification examination. Students must pass the CJSTC examination to qualify for certification, as prescribed in Chapter 943.17(1), F.S. The Police Academy will begin on September 20, 1999 and continue through February 24, 2000. The training will take place at the Criminal Justice Institute in Fort Lauderdale, Florida.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: Not applicable

FISCAL IMPACT:

Is appropriation required? no

Funding appropriated? yes If yes, amount \$ 4,390.00

Account Name: Training and Education

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Request for Travel, Announcement

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING EXTENDED TRAVEL FOR LARRY ELLIOTT AND LISA MARTIN OF THE DAVIE POLICE DEPARTMENT TO ATTEND THE 196TH POLICE ACADEMY.

WHEREAS, the Town of Davie Resolution R-88-294, established a Travel and Transportation policy for employees, elected officials and other authorized persons; and

WHEREAS, said resolution requires Town Council approval for extended travel, such travel being defined as travel extending past five days; and

WHEREAS, it is in the interest of the community to expend \$4,390.00 in direct costs for the purpose of providing training and education for Larry Elliott and Lisa Martin of the Davie Police Department with the finding that more benefit than cost will accrue to the Town and its citizens; and

WHEREAS, the Davie Police Department desires to fund the 196th Police Academy Training from the Education and Training Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The extended travel for two newly hired Police Officers of the Davie Police Department is hereby approved as submitted in the attached "Request for Travel" (Attachment "A") provided that the Town's Travel and Transportation policy is adhered to in every fashion.

SECTION 2. The Town Council of the Town of Davie hereby authorizes the Police Department to expend the sum of \$4,390.00, to be appropriated from the Education and Training Account #001-0520-521-0205.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999.

REQUEST FOR TRAVEL

Department Police

Employee Name Lisa Martin

Travel Destination (City and State) Ft. Lauderdale, FL

Begin Travel 07:45am September 20, 1999

End Travel 5:00pm February 24, 2000

(If using air service, travel status begins one-half hour before your departing flight and ends one-half hour after your return arrival)

Describe below the nature of the meeting, seminar, conference or convention and justification for attending (attach any brochure or printed media):

196th Police Academy Training

Calculation of Costs

Make Check Payable To:

	Amount
Registration Fee	<u>Criminal Justice Institute</u> \$ 2,195.00
Airfare: (attach quotes from two agents) (location of meeting): (_____)	\$ _____
Auto Rental	\$ _____
location of lodging : (_____)	\$ _____
Per Diem (___day(s) X \$ ___/day)	\$ _____
Reimbursement For Personal Auto (32.5¢ X ___miles)	\$ _____
Estimated-to be reimbursed upon return	
Lodging (____nights at \$ ___night)	\$ _____
Miscellaneous (Explain)	\$ _____
Sub-Total	\$ <u>2,195.00</u>

Account Number 001-0520-521-0205

Employee's Wage or Salary hours (730 hr X 9.44 hr) **\$ 6,891.20**

Other Incurred Payroll Costs (include other employees who will work overtime or out-of-classification) \$ _____

TOTAL COST TO TOWN **\$ 9,086.20**

TOTAL ADVANCE REQUESTED BY EMPLOYEE **\$ 2,195.00**

(does not include any estimated reimbursement for auto usage or employee wages)

Approved By Department Director _____ Date _____

Approved By Purchasing _____ Date _____

REQUEST FOR TRAVEL

Department Police

Employee Name Larry Elliott

Travel Destination (City and State) Ft. Lauderdale, FL

Begin Travel 07:45am September 20, 1999 End Travel 5:00pm February 24, 2000

(If using air service, travel status begins one-half hour before your departing flight and ends one-half hour after your return arrival)

Describe below the nature of the meeting, seminar, conference or convention and justification for attending (attach any brochure or printed media):

196th Police Academy Training

Calculation of Costs

	Make Check Payable To:	Amount
Registration Fee	<u>Criminal Justice Institute</u>	\$ 2,195.00
Airfare: (attach quotes from two agents) (location of meeting): (_____)	_____	\$
Auto Rental location of lodging : (_____)	_____	\$
Per Diem (___day(s) X \$ ___/day)	_____	\$
Reimbursement For Personal Auto (32.5¢ X ___miles)	_____	\$
Estimated-to be reimbursed upon return		
Lodging (___nights at \$ ___night)	_____	\$
Miscellaneous (Explain)	_____	\$
Sub-Total	_____	\$ <u>2,195.00</u>

Account Number 001-0520-521-0205

Employee's Wage or Salary hours (730 hr X 17.42 hr) **\$ 12,716.60**

Other Incurred Payroll Costs (include other employees who will work overtime or out-of-classification) \$

TOTAL COST TO TOWN **\$ 14,911.60**

TOTAL ADVANCE REQUESTED BY EMPLOYEE **\$ 2,195.00**

(does not include any estimated reimbursement for auto usage or employee wages)

Approved By Department Director _____ Date _____

Approved By Purchasing _____ Date _____

ANNOUNCEMENT



196th POLICE ACADEMY (03-00-002-01)

The 196th Session of the Broward County Police Academy will begin September 20, 1999 and continue through February 24, 2000. The hours will be from 7:45 AM until 5:00 PM, Monday through Friday and several Saturdays.

**COURSE
DESCRIPTION:**

This Police Academy meets all basic training requirements of the Criminal Justice Standards and Training Commission. Upon satisfactory completion, students will be eligible to take the CJSTC certification examination. Students must pass the CJSTC examination to qualify for certification, as prescribed in Chapter 943.17(1), F. S.

ELIGIBILITY:

Law Enforcement agencies are invited to participate by enrolling personnel who meet the Criminal Justice Standards and Training Qualifications established under Chapter 943.13, F. S. Persons selected to attend the Broward County Police Academy must have successfully completed the following entrance requirements:

- 1 Test of Adult Basic Education, administered by C.J.I. (good for 2 yrs)
- 2 C. J. I. Motor-skills test (good for six months)
- 3 C. J. I. Swimming test (good indefinitely)
- 4 Background Investigation
- 5 Medical (including drug screen)
- 6 Psychological Evaluation

Trainees who attend this session through a Certificate of Sponsorship from an agency must present proof of current major medical insurance protection, or purchase student accident insurance for the term of the academy.

FEES:

The cost per trainee is \$2,195.00, payable to Criminal Justice Institute. Agencies will be billed by the Academy. Sponsored trainees must submit payment in full at Orientation. Make check payable to Criminal Justice Institute.

REGISTRATION:

Seating is reserved only upon receipt of the attached application form. Class size is limited to forty (40) students. Region XIII Agencies are given first priority. Agencies outside Region XIII will be allocated the remaining seats.

MAIL FORM TO:

Criminal Justice Institute/ BCC
3501 Davis Road- Building 22
Fort Lauderdale, FL 33314
ATTENTION: Dianne or Barbara

INFORMATION:

Wayne Madole, Basic Training Administrator, telephone (954) 476-6928

[See reverse side for additional information]